



Request for City Council Committee Action from the Department of Community Planning and Economic Development

Date: October 29, 2014

To: Council Member Goodman, Community Development & Regulatory Services Home Committee

Referral to: Ways & Means Budget

Subject: Contract for Professional Services – Executive Search Services

Recommendation: Approve the contract amendment for The Chandler Group (Contract #C-38216) and refer to Ways & Means Budget

Previous Directives: NA

Department Information

Prepared by: Krista Wilson and Susan Jones, HR; in collaboration with Craig Taylor, CPED

Approved by: Patience Ferguson, Chief HR Officer and Spencer Cronk, City Coordinator

Presenters in Committee: Susan Jones, Human Resources

Reviews

• Permanent Review Committee (PRC)	Approval: Yes Date: September 25, 2014
• Civil Rights Approval	Approval: NA Date: NA
• Policy Review Group (PRG)	Approval: NA Date: NA

Financial Impact: None; expenses will be paid out of existing budget appropriation.

Community Impact

City Goals

- **A City that Works:** City government runs well and connects with the community it services
 - Engaged and talented employees reflect our community, have the resources they need to succeed and are empowered to improve our efficiency and effectiveness.
 - City operations are efficient, effective, results driven and customer focused.
 - Transparency, accountability and ethics establish public trust.

Supporting Information

Craig Taylor, CPED Department Head, has asked to use the Chandler Group to fill the vacancy for the Housing Director. Because the cost of the additional services will exceed the \$50,000 maximum on the City's Standard Agreement form, an amendment to the contract is being requested that will allow the department to exceed the contract limits set by City guidelines. The reason the department wants to continue to use the Chandler Group

for the following reasons:

- They have a thorough understanding of the department and the responsibilities associated with the position of Housing Director.
- They were responsible for finding Craig Taylor, current Department Head and understand what he is looking for in filling this position.
- It would be very difficult and time consuming to start with a new organization while the Chandler Group needs very little information to proceed with the search.

On September 25, 2014, Susan Jones, received a memo from the Permanent Review Committee (PRC) approving a waiver to extend and increase the initial contract from \$50,000 to \$60,000.

We would like approval to increase the contract used to recruit the CPED Director (Contract #C-38216) with the Chandler Group by \$10,000, not to exceed \$60,000.

Contract amendment is attached.